

## 2008 Conflict-of-Interest Code Biennial Notice for City Attorneys and City Clerks

---

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. No later than July 1 of each even-numbered year, code reviewing bodies must notify each agency within their jurisdiction to review its conflict-of-interest code. No later than October 1 of each even-numbered year, each agency must submit to the code reviewing body a notice indicating whether or not an amendment is necessary.

The City Council is the code reviewing body for city agencies. Therefore, no later than July 1, 2008, the City Council must notify any city agency not covered under the city's conflict-of-interest code to review its code and submit a biennial notice to the City Council.

The Biennial Notice for the city's conflict-of-interest code and any separate city agency is due to the City Council by October 1, 2008. We have prepared a 2008 Local Biennial Notice form that you may send to the agencies. Please remember to put your return address at the bottom of the form. ***These notices are not sent to the FPPC.***

If amendments to an agency's code are necessary, the code must be forwarded to the City Council for approval within **90 days**. For example, if an agency files its notice on October 1, 2008, indicating that an amendment is necessary, the amendment is due to the City Council by December 30, 2008. An agency's amended code is not effective until it has been approved by the City Council.

Should you have any questions regarding this mailing, please feel free to call the FPPC at (866) ASK-FPPC. Copies of this mailing and additional information can be found on our website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

Please plan to attend one of the seminars for a thorough discussion of the conflict-of-interest code amendment process.

### Amending a Conflict-of-Interest Code Seminar Locations and Dates

- ***Santa Monica Council Chambers***  
Tuesday, June 3  
1685 Main Street  
1:00 p.m. – 3:00 p.m.
- ***San Rafael Council Chambers***  
Thursday, June 5  
1400 Fifth Avenue  
10:00 a.m. – 12:00 p.m.
- ***Sacramento, FPPC 8<sup>th</sup> Fl. Hearing Room***  
Wednesday, June 11  
428 J Street  
1:00 p.m. – 3:00 p.m.
- ***Modesto, County Board Chambers***  
Tuesday, June 17  
1010 Tenth Street  
10:00 a.m. – 12:00 p.m.
- ***Sacramento, FPPC 8<sup>th</sup> Fl. Hearing Room***  
Wednesday, June 18  
428 J Street  
10:00 a.m. – 12:00 p.m.
- ***Adelanto Council Chambers***  
Wednesday, June 18  
11600 Air Expressway  
2:00 p.m. – 4:00 p.m.
- ***San Diego County Admin Bldg., Rm 402***  
Thursday, June 19  
1600 Pacific Highway  
9:00 a.m. – 11:00 a.m.  
2:00 p.m. – 4:00 p.m.
- ***Sacramento, FPPC 8<sup>th</sup> Fl. Hearing Room***  
Wednesday, June 25  
428 J Street  
1:00 p.m. – 3:00 p.m.
- ***Santa Ana, County Board Rm, 1<sup>st</sup> Fl.***  
Thursday, June 26  
333 W. Santa Ana Blvd.  
1:00 p.m. – 3:00 p.m.

To register for a seminar, call the FPPC  
at (866) ASK-FPPC, press 4.  
Seminars are subject to change.